

Contractor's Labor Payrolls on Federal-Aid Projects UDOT 08B-21

Effective: 03-07-68

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Purpose

To establish the policy and to place responsibility for the transmission of contractor's labor payroll when required for Federal-Aid projects.

Policy

The Department's Project Engineer will regularly review contractor payrolls on Federal Aid projects to insure the contractor is following the wage rates and Department of Labor regulations.

Procedures

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Responsibility: Project Engineer

Actions

1. Insures that the contractor and/or subcontractor posts the wage rates applicable to the contract in a prominent place where it can readily be seen by all the employees on the project.
2. Receives one copy of the contractor's or subcontractor's certified payroll each week.
3. Reviews the payrolls for completeness and certification, (see FHWA 1273,V2) and for compliance with proper classification and wage rates set forth in the wage rate determination decision as posted at the work site for the various classifications of labor and included in the contract.
4. Insures that Form WH-348 and other attached documentation as is necessary indicates that fringe benefits are being paid into an established fund or are paid in cash to the employee. (Whether fringe benefits are paid in cash or into an established, approved fund, be sure total hourly rates paid are adequate to cover the minimum established wage rates plus the fringe benefits.)

Responsibility: Region Construction Engineer, Region Reviewer

5. Periodically reviews Project Engineer's procedure on each project to insure the review at the project level is consistent with the requirements set forth herein and in the Manual of Instruction.
6. At the time the final estimate is received in the Region Reviewer's office, reviews the contractor's payroll files maintained by the project engineer to insure that payrolls (and supplemental payrolls as needed) have been received for all periods worked on the project by either the prime contractor and/or subcontractors.

Responsibility: Contracts, Estimates & Agreements Manager

7. Conducts routine inspections at the project level in order to determine the effectiveness of the review conducted at the project and Region level.
8. Provide guidance and instruction to Regions and Project offices to ensure Davis Bacon FHWA 1273, requirements of Section IV are being complied with and compliance can be verified.